



West Wing, 2/F., 822 Lai Chi Kok Road, Kowloon, Hong Kong  
TEL: (852) 3970 3515 FAX: (852) 3005 8281  
EMAIL: ADMIN@SKYSAFE.COM.HK

## **SKY SAFE TRAINING COURSE ENROLMENT FORM 課程報名表格**

(Please complete all fields in English 請用英語填寫)

Course Name 課程 : **Cargo Claims and Preventive Course (CCP)**

Course Fee 課程學費 : **HK\$2,000.00**

1<sup>st</sup> Choice 首選課程日期\* : \_\_\_\_\_

2<sup>nd</sup> Choice 次選課程日期 : \_\_\_\_\_

Name of Participant 姓名 : **Mr/Ms**

Company 公司名稱 : \_\_\_\_\_

Address 公司地址 : \_\_\_\_\_

Contact Tel 聯絡電話 : \_\_\_\_\_ Fax No. 傳真號碼 \_\_\_\_\_

Participant Email 電郵 : \_\_\_\_\_

I declare that all information supplied above is true, complete, and accurate. I understand the course details and the policy/remarks overleaf and posted on Sky Safe's website. I agree to abide by the course regulations; failing to observe such rules would result in the default of my application.

本人確認所提供的資料正確無誤並已經閱讀課程的規則以及同意遵守規則，本人明白若不遵守規例可導致申請被取消。

Total amount 總共 Course fee 課程學費 = HK \$ \_\_\_\_\_

Please prepare a cheque made payable to 支票抬頭請填上“**Sky Safe International Consultant Ltd.**”

(Cheque No 支票號碼: \_\_\_\_\_ Dated 日期: \_\_\_\_\_ Bank 銀行: \_\_\_\_\_)

Authorized Signature with Company Chop  
公司認可簽名與印鑑

\* 註:

*Please use a separate form for each applicant. You may make payment with one cheque.*

若超過一人報名每名報名人士請用一張報名表

*If the 1<sup>st</sup> Choice is unavailable, we will notify you to arrange an alternative course date.*

假如首選的課程日期額滿或被取消，我們將通知並安排其他合適的課程日期。

Name 姓名 : \_\_\_\_\_

Title 職位 : \_\_\_\_\_



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## Enrolment Procedure and Policy

1. Course will commence daily at 0915.
2. The course fee includes tuition, training notes, examination, and certificate.
3. Medium: **Cantonese (supplemented with English).**
4. Enrolment Procedure:
  - a) Kindly complete the enrolment form and send it together with a cheque made payable to “**Sky Safe International Consultant Ltd.**” (please write your name and course code on the back of the cheque) to **West Wing, 2/F., 822 Lai Chi Kok Road, Kowloon, Hong Kong.**
  - b) **Applications will be treated on a FIRST-COME-FIRST-SERVED basis upon receipt of payment.** We accept registration by phone, fax, or email.
  - c) Letter of Course Confirmation and invoice will be sent out via email after receiving the enrolment.
  - d) Application is subjected to Sky Safe International Consultant Ltd.’s approval. Sky Safe International Consultant Ltd. reserves the right to reject any application due to circumstances and for whatever reasons. Therefore, submitting the enrolment form and cheque should not be construed as acceptance of admission.
  - e) Cheques are subjected to bank clearance, and receipts will then be issued accompanied by the certificate.
  - f) Sky Safe International Consultant Ltd. reserves the right to cancel a course if insufficient enrolment or unforeseen difficulties arise.
  - g) Sky Safe International Consultant Ltd. reserves the right to change the program contents, schedule, or venue at any time and without prior notice if it so deems necessary. We will notify those affected by the changes by telephone, and all those affected by cancellation will be entitled to a full refund or a place on the next available course.
  - h) If you wish to check your enrolment status, you may contact Sky Safe International Consultant Ltd. at 852-3970 3515 or email [admin@skysafe.com.hk](mailto:admin@skysafe.com.hk)
5. Cancellations and refunds: An administration fee of HK\$300 will be charged for each amendment/cancellation made on the application ONCE the Course Confirmation Letter is issued. No guarantee or amendments could be made within 2 working days before the course commenced.

**Refunds will not apply after the commencement of the course.**